

16 FEB 1973

MEMORANDUM FOR: Acting Executive Officer

SUBJECT : Functional Listing

1. In answer to your memorandum of 15 February 1973, the following items are prepared within A&TS and go beyond the Deputy Director for Support:

CAH
a. The Program prepared jointly by A&TS and EPD; goes to Office of Planning, Programming and Budgeting through the DD/S.

b. The Yearly Budget Estimates are prepared by A&TS on or about 1 September each year and are submitted to Director, O/PPB through DD/S.

c. Any request for retention of excess funds within a Proprietary Project is addressed to the Executive Director-Comptroller for approval.

d. Expenditures of funds by Security Representatives in behalf of the DCI are forwarded to the Executive Director-Comptroller.

e. Nominations of Security Officer to position on the DCI Protective Staff are forwarded to the Executive Director-Comptroller for approval.

f. Employee appeals for inclusion under CIARDS are addressed to the DCI.

g. Requests for extension of retirement for more than 60 days after the age of 60 or 62 as required by the Agency are addressed to the DCI.

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Deputy Chief, Administration & Training Staff